

MORALE, WELFARE & RECREATION DEPARTMENT
JOB OPPORTUNITY
COMPETITIVE VACANCY ANNOUNCEMENT

ALL INTERESTED APPLICANTS SHOULD MAIL OR FAX
SF-171, OF 612 or RESUME TO:

MORALE, WELFARE & RECREATION DEPARTMENT
NAVAL SUPPORT ACTIVITY WASHINGTON
NAVAL DISTRICT WASHINGTON ANACOSTIA ANNEX
2770 ENTERPRISE WAY, S.W., SUITE 106
WASHINGTON, D.C. 20373-5823
TEL. # (202) 433-0804
FAX # (202) 433-5045

POSITION: RECREATION ASSISTANT
(SPORTS COORDINATOR)
NF - 0188 - 02
FULL-TIME POSITION

ANNOUNCEMENT #: 03-010

SALARY: \$23,000-\$28,000 per year

OPENING DATE: 16 JAN 2003
CLOSING DATE: UNTIL FILLED

LOCATION: SPORTS & LEISURE BRANCH, NAVAL SUPPORT ACTIVITY
WASHINGTON, WASHINGTON, D.C.

AREA OF CONSIDERATION: *All qualified applicants within commuting distance of Naval Support Activity Washington, Washington, D.C.*

BRIEF DESCRIPTION OF DUTIES:

The incumbent is the assistant for the operation of the Sports and Leisure Branch. The branch is responsible for planning, developing, organizing, implementing, and evaluating sports and outdoor recreation programs. Assists in scheduling, organizing, publicizing, directing and evaluating the recreational sports program. Assists in contracting for an officials association and ensuring notification of upcoming events and fulfillment of their obligations. Inspects facilities, equipment and grounds daily for defects or discrepancies. Assists in setup, breakdown and staffing for special events. Maintains computer files and website with sports program information.

QUALIFICATIONS:

Must have knowledge of sports management that would be gained through a full four-year undergraduate program and/or through equivalent experience. Must have thorough knowledge and background of the concepts, principals and practices in the field of recreation programs and their management. Must possess ability to effectively maintain files, correspondence and website on computer. Must possess a good background in financial management and athletics and have the ability to communicate effectively in English, orally and in writing.

"The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations will be made for qualified applicants or employees with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis."